

Management Information Services GradeSpeed Teacher's Quick Reference

Signing In

1. **Select - "Teacher" from Log-On Type page.**
2. **Select – Your Campus and enter your Teacher ID** (This is your 6-digit employee number. (If not yet assigned see your campus registrar.)
3. **Password:** minimum of 6 characters (Use alpha, numeric or combo making it easy to remember, but not too easy too to be hacked.)

Stepping away from your desk for a minute? Be sure to "Lock" your grade book by clicking on the lock on the left-side of your grading page. You will be prompted to re-enter your password when you are ready to start working in your grade book again.

ONLINE HELP

Help is integrated into the grade book. Click on any "**Help**" icon for detailed online information.

SETTING UP YOUR GRADEBOOK

1. **User Profile/Teacher Preferences /Display Student Fields** – Accessed through "Teacher Name" hyper-link on the **Grade-Keeping Screen** using the "View" drop-down box.

USERS PROFILE

- a. **Teachers Email** – Must enter in order to set up Curriculum Tool's Account.
Firstname_Lastname@roundrockisd.org
- b. **Minimum Passing Grade** (Only affects GS Progress Report) – Option to change.
- c. **Semester Exam Weight** – Set by Administrator and should not be changed by teacher.
- d. **Maximum Re-Take Grade** – Allows teacher to set the maximum grade a student can receive for a re-take.
- e. **Re-Take Behavior** – Allows teacher to determine how the system will calculate retake grades.
- f. **Startup Page** – Select one of three pages as your "default" page when entering your grade book.
- g. **Change Password.** - Suggested it be changed every marking period. Click on hyperlink, click in field.
- h. **Create Custom Fields** – Click on hyperlink, set up entries you would like to track within your grade book. (textbooks, permission slip, etc.) Be sure to Click "Apply" after updating your settings.

STUDENT DISPLAY FIELDS

Teachers can adjust the way student information is displayed in the grade book, attendance screen, or seating chart by clicking on the **Teacher Name** on the **Grade - Keeping screen**.

- a. Select "Display Student Fields" from the "View" drop-down list.
- b. The "Mode" drop-down list allows you to choose which screen you wish to modify. After modifying each page be sure to Click "Apply" to save your changes. Then choose the next page to set-up.
- c. Check which items to include (Student name, ID, grade level, hide students etc.)

Select the order the fields should appear. (To change order, highlight and use the "Move Up" or "Move Down" buttons to sort the fields.)

Note: If you choose the Attendance Page and check "grade level" to display, the student's grade level will print out on the Class Roster .

Click **Cancel** to return to **Grade-Keeping Screen**

"Hide Students": Students who have dropped your class can be deleted from your grade book **ONLY** if they have not received any grades. You **CANNOT** delete the student's grades in order to delete the student.

You can hide these students, by checking this option on the Student Display Fields Selection Page. To "un-hide" dropped students simply uncheck the box. They will appear at the bottom of your grading page with a (D) next to their name.

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2. **Course Maintenance** – Accessed through “Course Name” hyper-link.

GradeSpeed automatically groups classes according to course numbers and assigns a number starting with 0. Classes you anticipate giving the same assignments, even if they have different course numbers, can be grouped together. Carefully consider your grouping.

- Select the class from the list on the left side of screen to check grouping or to update.
- If you want to update a class, click **Edit** and change the “group” field.
- General Information, Policies, and Alternate Class Name** can be entered for any class where needed.
- Click **OK** when ready to move to another course.
- Click **FINISHED** to return to **Grade-Keeping Screen**.

3. **Category Maintenance** - Accessed through **Category** icon on the Task Bar.

Because some teachers use the same categories for all classes, the choices entered initially will apply to all the classes. Once the default categories are set, they can be changed for groups by going into a class in that group and making adjustments (adding/deleting). Setting up Categories should only be done at the beginning of the school year or grade cycle. **DO NOT CREATE** a category for Semester Exam.

NOTE: if you change categories during a grade cycle, your grade averages can be wrong.

a. **Category** – Add Title, Weight and # to drop.

*You must have at least one category to add assignments. If you use **Percent**, Total Weight must equal 100. You must enter a value in the # to drop field, if you choose not to drop any grades you will need to enter “0” in the field. Changes made to any class that is part of a group will automatically be made to all classes in that group.*

Select **Apply** to add and have another line become available.

b. **Color** – You can assign colors to the different categories. Choose the desired color from the drop-down box. Click **Apply** and then **OK**.

NOTE: This can be very helpful, especially seeing when an assignment is miscoded.

c. **Method of Weighting Grades** -

- Percent** (The default) - The cycle average is based on a total of 100%, each category being assigned a portion of the percentage.

NOTE: You can add categories which have a weight of “0” and they will not be included in the cycle average calculations.

- Multiple** – The cycle average is determined by “multiplier values” set in the **Weight** column.

“Multiplier values” can be 1-10. Example: Daily work counts 1 time, Tests and Projects count 3 times. When the cycle average is calculated, Daily grades would be used once and Tests/Projects grades would be used three times.

d. **Maximum number of Grades to Drop** - Enter a value, if you want to drop grade(s).

*You may want to wait until the end of the cycle to choose this option. When option changes are made on this page, **GradeSpeed** recalculates your averages.*

e. **Student's Advantage** - Check if you will be dropping low grade(s) and have selected Percent for “Weighting Grades.”

f. **Total Points** – Check if you use this method to calculate averages.

Select **OK** when done.

g. **Delete** – Check box to the right of the category you want to delete. Click **Apply**.

A box appears to ensure you want to delete a Category. Click **Yes** or **No**.

Deleting a Category will delete all assignments for that category, including grades already entered.

4. **Assignment Maintenance**

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Adding Assignments: - Accessed through **Assignment** icon on Task Bar.

- a. **Assignment** – Enter the assignment name. *Optional Spanish assignment name. Be sure “Hide Spanish Assignment Names box is unchecked. This gives you a field to enter the title.*
- b. **Points Possible** – When using **Percent Method** accept the default value of 100. When using **Total Points** enter a value that reflects the number of items in the assignment.
- c. **Type** – Accept the default or choose
 - 1) **Normal Grade** – calculated in the chosen category average
 - 2) **Extra Credit applied to Average** – added to the average after it is calculated
 - 3) **Extra Credit applied to Category** – added to the chosen category average after it is calculated
 - 4) **Semester Exam** – added the last cycle of the semester. This grade will be pulled with the cycle average when you **Verify** grades.
- d. **Category** - Accept the default or select another from the drop-down menu.
- e. **Description** – Can be specific or something that will be helpful to the teacher.
- f. **Objective** - NOT AVAILABLE AT THIS TIME
- g. **Date Assigned** – Accept default or click a date from the calendar.
Clicking the month name will move the calendar forward or backward.
- h. **Due Date** - Accept default or click a date from the calendar.
Clicking the month name will move the calendar forward or backward.
- i. **Default Grade** – Click and enter the grade if all students are to receive the same grade for the assignment. (Box located below the course information.)

If this class is part of a Group, you have the option of adding it to those classes or not. If you do not want this assignment added to a class, click on the Yes. It will change to No.

Always click **Add** after each assignment is created.

Click **Finished** when done to return to the **Grade-Keeping Screen**.

Editing/Deleting Assignments – Accessed through “Assignment Name” on **Grade-Keeping Screen**

When you delete an assignment, all grades associated with it will also be deleted. When you delete an assignment from one class, it will not be deleted from other classes in the group. When you change the category, value or date of an assignment, it has no effect on other classes in the group.

- 1) To edit – key text in the appropriate area. When completed, click **OK**.
- 2) To delete – Click **DELETE**. A box appears to verify that you want to delete, click **YES** or **NO**.

RECORDING GRADES

Grade -Keeping Screen.

Note: Be sure the “Enter Moves Down” box at the top of your screen is checked. This allows you to use your Tab, Enter, or Arrow Keys to move about when entering grades.

1. **Entering and Editing Grades** - The current average, carried out to the hundredth's place, is updated as grades are added, deleted, or edited.
 - a. Select a **Class** from the drop down menu on the Task Bar.
 - b. Begin entering grades
When done, click **Update to “SAVE” your entries.**
Clicking **Cancel** will not make any changes.
 - c. **M**sg – Indicates a missing assignment. Enter an ‘M’ in the grade field. It calculates as a zero.
 - d. **Exc** – Indicates an exempt, or excused assignment. Enter an ‘E’ in the grade field, it is ignored in the calculating an average.

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- e. **Grade+r** – Indicates a grade given as the result of re-teach or re-test. It can be added to any grade by entering an ‘r’ after the grade. *When this option is used it would be a good idea to document the change.* To add, click on the student's **Average**. Type your information in the **Notes** area. If you want the note printed on the Teacher generated Progress Report, check the **Print Note** box
 - f. **“r2”** indicates that the assignment or test was “retaken” twice.
 - g. **Inc** – Indicates an Incomplete assignment. Enter an ‘I’ in the grade field, it is ignored in calculating an average. *It is suggested this not be used for assignments since the student's average would be inaccurate and you cannot run reports for assignments coded incomplete as you can for missing assignments.*
 - h. **Grade+a** – Indicates an alternate or modified version of the same assignment.
 - i. **Late** – Assignment is late. Enter “L” into the grade field.
 - j. **Blanks** - are ignored in calculating an average.
 - k. **Auto-Fill** - This allows you to mass enter a grade for an assignment. Access it by clicking the “Assignment Name” hyper-link on the **Grade-Keeping Page**. From the **Assignment Maintenance** screen click the “Auto-Fill” hyper-link on the left side of the screen.
 - 1) From **Replace** drop down choose: **Blank**, **Non-Blank**, or **All**.
 - 2) Enter the ‘grade’ you want entered.
 - 3) Choose **YES** to update or **Cancel**.
- 2. **Display Options** - Cycle averages can be displayed as Numeric, Rounded or Alpha. Use dropdown to choose.
 - 3. **Cumulative Grades** – Displays previous cycle grades. Cycle averages will be viewed as well as Semester Exam and Semester Averages. Access by clicking calculator icon on task bar.
 - 4. **Highlighted Grade Cells** – Grade cells are highlighted to show when a student is absent on a “due date” for an assignment. The cells are outlined in **red** (unexcused), **blue** (excused), or **green** (tardy).

“What If” Option

A student with failing or low grades can be shown how a higher grade would have improved their average. This is very helpful during parent conferences and showing a student their progress.

- a. On the **Grade-Keeping Screen**, click on the student's **Average**.
- b. Change the low grade to a higher grade and click the **Average** on the left side of the screen. This will calculate the “new” average.
- c. Holding your cursor over the changed grade (shown in gray) will show the previous lower grade.
- d. Clicking **Cancel** will not save the changes, and will recalculate with the original average.

CAUTION: Clicking Update will make the change in the grade book.

IPR & REPORT CARD PROCESSING

- 1. **Individual Student Progress Report** – Accessed through **Progress Report** icon on the Task Bar. This report can be generated by the teacher for a student at anytime during a reporting cycle.
 - a. Create your own code and description under **My Codes**
 - b. Enter codes from either the **Campus/District Code** list or from **My Code** list.
 - c. Click **Options** to select the options you wish to use and click **OK**.
 - d. Click on the **box** in front of the student's name receiving the progress report.
 - e. Click on **Print** to preview the progress report; *choose File and Print* on Tool Bar to print a copy.

NOTE: The above information will be available to parents (online) when we start using Parent Access.

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2. District IPR's (3 week progress reports) - Accessed through **Progress Report** icon on the Task Bar.

Note: refer to your campus Registrar's instructions for more details or questions.

- Enter **IPR Codes** in Column 1 and/or 2 only. Select from the Campus/District Code table only.
(Case Sensitive - Use capital letters)

- Click on **Return** and **repeat** the process for each of your classes.

When you have entered IPR codes for **"ALL"** of your classes – Click **Verify** icon on the **Grade-Keeping Screen** to let your Registrar know your IPRs are ready for export.

Once verified you will have "read only" access to your grade book until your Registrar "clears the verifications."

3. Report Cards

- Enter grades for students in **ALL of your classes**. (This includes Art, Music and PE at Elementary)

- Click on a student's **Average** if you need to modify their cycle grade to an "Incomplete" or "No Grade."

Note: "No Grade" is only used in certain instances – see your Registrar for details.

- Click on **Progress Report** icon on Task Bar to enter report card comment codes.

Enter codes in Columns 4 and/or 5 selecting from the Campus/District table only.

Enter Citizenship grade in the **CIT** column (E, N, or U) – *if applicable to your campus!* The default grade of "S" is mass loaded when report card jobs are processed for **Citizenship grades only**.

- Click **Return** and **repeat** process for all of your classes.

When cycle averages are correct and comment codes have been entered for **"All"** classes click the **Verify** icon on the **Grade-Keeping Screen**. This lets your Registrar know that your grades and comments are ready for export to the Student Management System.

Once verified you will have "read only" access to your grade book until your Registrar "clears the verifications".

STUDENT LIST/ PROFILE

A Student List can be accessed by clicking on any student's name. Once your custom fields have been created (see "h" under "Setting up Your Grade Book") you can make entries for them using the "Student List" page. Click "Edit" to view student demographic information, including Grades, Schedule, option for Spanish-Speaking Parent's progress report and Transfer Students.

Transferring Students – Teachers can transfer dropped students from one period to another within their own grade book.

- From the Student Profile page, click on the **Transfer** button.
- Select the Class from the dropdown list.
- Select the Student to transfer.
- Select the Class to transfer the student's grades into (the new class).
- Click **Transfer** button

LESSON PLANS

Clicking on the Lesson Plans hyperlink will take you directly to Curriculum Tools. Be sure to enter your e-mail address into your Teacher/User Profile in your grade book if it has not already been downloaded for you. Once in Curriculum Tools, be sure to update your profile, entering your e-mail address and password. More information on Curriculum Tools can be obtained from your Instructional Technology Specialists.

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ATTENDANCE

Click on the Attendance Icon

Click the dropdown box for the **Period** to enter attendance. *Verify that the date is correct.*

If you have more than one course for the same period (stacked classes), all students will be included for attendance.

- b. Click on appropriate box for students who are **Absent** or **Tardy**. *If all students are present, check the **All Present** box. If students are marked tardy only, you may still click **All Present** and not invalidate the Tardy.*
- c. Click **Submit** to submit attendance. You will be asked if you are ready – click **YES** or **NO**.

Once you submit attendance for a period, changes can only be made by the attendance clerk.

- d. Click **Return** to go back to the **Grade-Keeping Screen**.

Seating Chart – Access from the Grade-Keeping Screen.

- a. Select a course.
- b. Select a period.
- c. Click on the **Seating Chart** icon on the left side of the screen (Teacher at desk).
- d. From the drop down **View**, select **Attendance**.

Seating Charts cannot be changed while in the Attendance mode.

- e. For student absent or tardy, click the drop down box to take Attendance.
- f. When finished taking Attendance, click **Submit**.
- g. You will be asked if you are ready to submit, click **YES** or **NO**.
- h. Click **Return** to go back to **Grade-Keeping Screen**.

ATTENDANCE REPORTS

Click on the **Report** icon on the right side of the **Attendance** screen.

Report Options: From drop down select the **Period**. (Elementary will default to the AT Period)

Click a date or range in the **Calendars**.

Click **OK** to view the report.

Click **File** and **Print** on the **Tool Bar** to print the report.

Click **Return** to go back to **Attendance** screen.

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TEACHER REPORTS

Click **Reports** icon on Task Bar to access.

Reports:

Grade List – A Class Roster view of students' averages and grades for each assignment.

Category Averages – View each student's average by Category.

Conduct/Comments – View students' conduct and/or comment codes.

Assignments – View assignment name, date assigned, date due and category.

Missing Assignments – View student by student a list of missing assignments by name, date and category.

Class Roster – View list of students for each class. Using the pull-down menu set the number of weeks to print.

Grade List (paper saver) – Use this option when printing multiple courses.

Check how the page breaks before printing.

Printing Options:

Sort Options: **Date Assigned, Name Order, ID Order, High Grade** (high to low) or **Low Grade** (low to high)

Print Student Name/ID Options: **Name only, ID only** or **Name & ID**.

Print all Classes: **Yes** or **No**.

Once your Options have been chosen click **Preview**.

From the Preview Screen, click **File** and **Print** on the Tool Bar to print reports.

LOGGING OUT

Always, click the **Log Out** icon on the right side of the **Grade-Keeping Screen**. **DO NOT** click the **X** in the upper right hand corner of the screen for your internet session.

When you are logged into the **Attendance Module**, there is a **LOG OUT** button on the **Attendance Screen**. This will return you to the **Login Screen**.

NOTE: *GradeSpeed has a timing out feature. If your session is idle for 20 minutes or your attendance session for 5 minutes, you will be shut out and a log-in screen will appear on your screen..*